

OTE 86-3500

03 APR 1986

MEMORANDUM FOR: Director of Logistics

FROM:

Director of Training and Education

SUBJECT:

Letter of Appreciation

1. The Office of Training and Education's Secretarial Training Branch hosted a day-long seminar in the Headquarters Building on 26 March 1986. Training officers from the National Security Agency, the Foreign Service Institute, and the Federal Bureau of Investigation were invited to this seminar to discuss current and future training programs for career secretaries in the Intelligence Community.

2. A luncheon was arranged in the Executive Dining Room to allow the participants to continue their discussions in privacy. We appreciate the assistance provided by the dining room staff personnel, [redacted]

[redacted] who were extremely helpful and very accommodating in making changes on the very day of the luncheon. Our special thanks to [redacted] for her well-prepared, delightful menu.

3. OTE depends on many other Agency components to perform its mission. It is always a pleasure to pass on a word of thanks to employees who make an extra effort for the benefit of all of us.

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